



**Agreement for Services
for
the Development and Delivery of the Contact Tracing Training Program**

This Agreement for Services (“Agreement”) is entered into the **Effective Date** (the date of this **Agreement** is fully executed) by and between **The Florida International University Board of Trustees** for the benefit of **Florida International University (“FIU”)**, located at 11200 S.W. 8th Street, Miami, Florida, United States of America (“USA”), and the **City of North Miami (“CNM”)**, located at **776 NE 125 Street, North Miami, FL 33161**. FIU and CNM are hereafter individually known as a “**Party**” and collectively as the “**Parties.**”

WHEREAS, CNM wishes to engage the services of FIU to provide to a group of up to sixty (60) participants a professional development program of eight (8) weeks. The non-credit program entitled the “Contact Tracing Program” (the “**Program**”) will be offered virtually with the aim of upgrading existing skills as further described in **Appendix A**. The Program will be deployed in two (2) phases, per the schedule in **Appendix A**; and

WHEREAS, FIU's Academic Planning and Accountability's Continuing Education unit ("APA - CE") shall be responsible for the coordination of the Program; and

WHEREAS, CNM agrees to pay FIU the Program Fee as set forth in **Section 3, Payment Terms** of this Agreement according to the payment deadline and wire transfer payment modality contained herein.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. Obligations of FIU APA-CE:

- a. APA-CE will provide program management to enable the implementation of the **Phase I**-three (3) week Program to be held between August 12 and August 28, 2020. Phase I will consist of approximately eleven (11) hours of professional development training, as set forth in **Appendix A**. The Program management will include:
 - i. Register the non-credit participants in Canvas.
 - ii. Provide orientation by designated trainers to review Zoom and Canvas functions and tasks.
 - iii. Provide link to complete the Free Coursera’s basic COVID-19 Contact Tracing online program of the Johns Hopkins University, as authorized by such Johns Hopkins University for use by FIU. Participants will need to complete the online

- program within Phase I and will upload their Coursera's Certificate of Completion to Canvas.
- iv. Conduct monitoring support to ensure training completion.
- v. Collect certificates of completion from participants.

Special Note: Participants that do not complete training obligations in Phase I will not be able to proceed to Phase II.

- b. APA-CE will provide program management to enable the implementation of the **Phase II-** five (5)-week Program to be held between September 8 and October 5, 2020. Phase II will consist of approximately between twelve (12) to sixteen (16) hours of professional development training, as set forth in **Appendix A**. The Program management will include:
 - i. Provide content specialist(s) from FIU's Robert Stempel College of Public Health & Social Work to deliver the Program. The focus will be on South Florida's COVID-19 Contact Tracing system.
 - ii. Provide content and training materials, as applicable, to be used by participants.
 - iii. Develop examinations to ensure effective learning whereby participants would need to have obtained an eighty percent (80%) or more on all required assessments in order to successfully complete the Program.
- c. Upon the successful completion of Phase II of the training, as set forth in **Appendix A**, APA-CE will provide participants an FIU non-credit electronic certificate of participation and a micro-credential in the form of a digital badge (a digital badge is a digital representation of a competency that a learner can demonstrate). Successful completion indicates that participants will be present at all class sessions and will have obtained an eighty percent (80%) or more on all required assessments.
- d. APA-CE will administer a satisfaction survey to participants upon completion of the Program. APA-CE agrees to provide CNM the anonymous results for improvement purposes in case of any future training(s).
- e. APA-CE will designate a program coordination contact. The APA-CE contact will report on the progress to facilitate the implementation of the Agreement. The APA-CE Contact has been designated as the following: Ms. Militza Maldonado, Manager, Continuing Education, maldonam@fiu.edu, Telephone 305-348-9025. APA-CE reserves the right to appoint, at any time, an alternate APA-CE Contact, updating CNM as necessary.
- f. To implement the services related to the Program, CNM will respond to APA-CE inquiries and/or requests in a timely manner and communicate regularly with the APA-CE Contact in order to facilitate the implementation of this Program.

2. Obligations of CNM:

- a. CNM will be responsible for the recruitment of the Program participants and certification of age, income, and other qualifications as set forth by the U.S. Department of Housing and Urban Development ("HUD").
- b. CNM shall provide APA-CE with accurate registration information of all Program participants. Registration information should include participants' full name, mailing address, telephone number(s), and e-mail address. CNM acknowledges that this registration information is necessary to enable FIU to properly deploy the program. CNM

shall submit a list of final program participants to APA-CE on or before Friday, August 7th, 2020.

- c. As conveyed by CNM to Program participants, participants must agree to abide by all State of Florida statutes and The Florida International University Board of Trustees' regulations, policies and procedures, including those establishing the guidelines for the repopulation of the campuses, see <http://regulations.fiu.edu/regulation>. In addition, CNM must develop a Letter of Commitment requiring participants to commit to Program requirements and expectations. Participants will need to be informed in writing of the requirements to successfully complete both phases of the Program in order to obtain the digital badge from FIU.
- d. CNM represents and warrants that all program participants fulfill the following characteristics and/or educational background:
 - i. Are 18 years old or older.
 - ii. Have a high school degree
 - iii. Have an interest in seeking career opportunities in healthcare.
- e. CNM will ensure that participants have available laptops, computers and/or other electronic device to be able to carry out the training coursework. Hardware and operating systems must be compatible to support online learning.
- f. CNM shall pay FIU the Program Fee in accordance with the payment terms and schedule as set forth in **Appendix B** of this Agreement.
- g. CNM will designate a program coordinator contact (“**CNM Contact**”). The CNM Contact will report on progress to facilitate the implementation of the Agreement. The CNM Contact has been designated as the following: Ms. Tanya Wilson, City of North Miami Community Planning & Development, twilson@northmiamifl.gov, Tel. 305-895-9828.
- h. To implement the services related to the Program, CNM will respond to FIU inquiries and/or requests in a timely manner and communicate regularly with FIU in order to facilitate the implementation of this Agreement.

3. Payment Terms:

- a. CNM will pay FIU a fee equal to USD Four Hundred Sixteen Dollars (\$416.00) per participant for the delivery of the Program that could accommodate up to sixty (60) participants. **Appendix B** carries the payment transfer instructions. Payment is due on Friday, August 14th, 2020. This Program Fee covers Workshop instruction and items listed in Section 1, “**Obligations of FIU APA-CE.**”
- b. The Program Fee includes only the following:
 - i. Development and delivery of the non-credit virtual instruction.
 - ii. Program course materials, as applicable.
 - iii. Electronic Certificate of Participation for those participants that are present in all Phase II of the Program.
 - iv. Awarding a micro-credential digital badge for those participants that successfully complete the Program.
 - v. Overall program evaluation upon completion of the Program.
- c. The Program Fee does **not** include the following:
 - i. Applicable bank fees, taxes and levies as a result of Payment Fee transfers to FIU;

- ii. Coursera's basic COVID-19 Contact Tracing online program of the Johns Hopkins University and,
 - iii. Any other expenses not specified in the preceding paragraph.
- d. **Cancellation Policy and/or Refunds:** In the event that CNM has less than fifty (50) participants by Friday, August 7th, 2020, either CNM or FIU will proceed to cancel and/or postpone the Program, or CNM will commit to paying USD Four Hundred Sixteen Dollars (\$416.00) per participant for a minimum of fifty (50) participants in order to run the program. FIU will not be responsible for any fees associated with the cancelation or any additional costs incurred by CNM or any of its participants and/or affiliated personnel.

In view that the Program has been developed and customized for CNM, with the execution of this Agreement, instructional resources will be deployed via FIU contracts to content specialists. Coordination of Program would also have necessitated the deployment of staffing resources. As such, these costs will need to be withdrawn from any refund payment to CNM, as further discussed and agreed upon in writing.

4. ADDITIONAL PROVISIONS

- A. FIU is not responsible for any obligations incurred by CNM related to any grants funds from any source used by CNM to contract with FIU and developed and implement the Program. CNM is solely responsible for any obligations that arise from such grant, such as reporting, auditing, and/or accountability measures.
- B. **Ownership of Works.** With the exception of the Johns Hopkins University's Coursera's basic COVID-19 Contact Tracing online program, any and all reports, studies, plans, deliverables, strategies, materials, discoveries, inventions, processes, designs, plans, trade secrets, data, information, documents and other work (collectively, "**Works**"), whether of a technical nature or not, provided by FIU to CNM in association with this Program shall be the sole and exclusive property of FIU. Prior to obtaining FIU's prior written consent, CNM shall not disclose the Works to (i) any of its employees or agents who was not a Program participant, or (ii) any third parties. Additionally, CNM shall similarly cause its Program participants to not disclose the Works to any of its employees or agents who were not a Program participant or any third Party unless the Program participant has received prior written consent from FIU. This provision shall survive the termination or expiration of this Agreement.
- C. In the event of improper disclosure contrary to the terms contained herein by CNM or any of its Program participants, CNM shall indemnify FIU for any and all costs, including reasonable attorneys' fees, incurred by FIU to regain ownership of its Works. CNM shall assist FIU in obtaining and maintaining, for FIU's benefit, copyrights and other relevant legal protections in the Works and CNM shall execute and cause its Program participants to execute such further instruments as FIU may reasonably require as evidence of its ownership of such rights. This Section shall survive the expiration or termination of this Agreement.

- D. With the exception of Johns Hopkins University's Coursera's basic COVID-19 Contact Tracing online program, FIU reserves all intellectual property rights in all documents provided to Program participants in connection with the Program and in all trademarks, software, patents, expertise and designs, other than any intellectual property rights owned by CNM. CNM are not authorized to copy, modify or provide the foregoing to third parties. In terms of copyright, if CNM uses copyrighted materials or documents not owned by CNM ("Copyrighted Materials") in CNM's and/or instructors' performance of this Letter Agreement, CNM represents and warrants that it either owns, or is licensed to use and to authorize others to use, the Copyrighted Materials. Otherwise, CNM will, at their expense, defend any suit brought against FIU and will indemnify FIU against an award of damages and costs made against FIU by a settlement or final judgment that is based on a claim that FIU's collaboration in this Letter Agreement or the use of the Copyrighted Materials on FIU's premises infringes a trademark or copyright of a third Party. This provision shall survive the implementation of the Program.
- E. Except as otherwise authorized in writing by FIU and/or CNM shall do business in its own name and shall not trade upon the name or credit of FIU. All brochures, advertisements, website materials, or other solicitations for the Program that include reference to FIU, regardless of medium and language, shall be subject to FIU's prior written approval. All information posted on websites and promotional materials must be updated regularly and accurately to reflect the nature and requirements of this Agreement. The Parties agree that upon FIU's and/or CNM's request, any information presented by the other Party in its publications and advertisements, including website information that is inaccurate or not supported by facts, regardless of the language used, shall be immediately retracted and/or withdrawn. This Agreement confers no rights upon CNM to use the logos, marks and likeness of FIU in any advertising except as authorized by FIU in writing.
- F. Neither FIU and/or CNM may use the **Southern Association of Colleges and Schools' Commission on Colleges' ("SACSCOC")** logo in connection with this Agreement. The use of this logo is reserved exclusively for SACSCOC, FIU's accrediting body.
- G. **Force Majeure.** If, as a result of an act of force majeure, including without limitation, an act of God, war, internal unrest and upheaval, hurricane or natural disaster, hurricane warning or hurricane watch issued by the US National Weather Service, tropical storm watch or tropical storm warning issued by the US National Weather Service, riot, labor dispute, strike, threat thereof, intervention of a government agency or instrumentality, pandemic, epidemic, public health emergency, local, state or national emergency declarations, or other occurrence beyond the reasonable control of either CNM or other occurrence beyond the reasonable control of either CNM, either CNM or FIU is hindered in performing its obligations hereunder or is thereby rendered unable to perform its obligation hereunder, then, in such event, that CNM shall have the right, upon notifying the other of the occurrence of force majeure as herein defined, to suspend or postpone performance of the activity until the event of the force majeure has passed. In the event that either CNM or FIU is unable to perform for a period in excess of six (6) months at any time after the commencement date of this Agreement, the other Party may, at its option terminate the Agreement. In the case that conditions improve and warrant the resumption

of activities and deployment of educational programs and services, FIU and/or CNM would have at least two (2) months to coordinate the resumption of activities per this Agreement.

- H. **Indemnification.** FIU shall indemnify, defend and hold CNM, employees and agents harmless against any claim, including costs and reasonable attorney's fees, in which CNM is named as a result of the negligent or intentional acts or failure to act by FIU, its Program participants, its officers, directors, employees or agents (including subcontractors if applicable), while performing its obligations pursuant to this Agreement. Nothing herein is intended to alter or waive the CNM's entitlement to sovereign immunity, or to extend CNM's liability beyond the limits established in Section 768.28, Fla. Stat.

CNM shall indemnify, defend and hold FIU, The Florida International University Board of Trustees, the Florida Board of Governors and the State of Florida, its officers, directors, trustees, employees and agents harmless against any claim, including costs and reasonable attorney's fees, in which FIU is named as a result of the negligent or intentional acts or failure to act by CNM, its Program participants, its officers, directors, employees or agents (including subcontractors if applicable), while performing its obligations pursuant to this Agreement. Nothing herein is intended to alter or waive the FIU's entitlement to sovereign immunity, or to extend FIU's liability beyond the limits established in Section 768.28, Fla. Stat.

- I. **Independent Contractor.** In the performance of their obligations under this Agreement, each Party is at all times acting and performing as an independent contractor with respect to the other Party, and no Party shall have or exercise any control or direction over the method by which the other Party shall perform such work or render or perform such services and functions. It is further expressly agreed that no work, act, commission or omission of any Party, its agents, servants or employees, pursuant to the terms and conditions of this Agreement, shall be construed to make or render any Party, its agents, servants or employees, an agent, servant, representative, or employee of, or joint venture with, the other Party.
- J. **Enforceability.** In the event that one (1) or more of the provisions of this Agreement shall for any reason be declared unenforceable under the laws or regulations of the State of Florida, such provision will not have any effect on the validity of the remainder of this Agreement which shall be construed as if such unenforceable provision was never contained in this Agreement.
- K. **Term/Termination.** The Agreement becomes effective on the Effective Date. The duration of this Agreement would be for one (1) year (s), at which time it would be reviewed for possible renewal. Within the span of one (1) year (s), however, FIU and CNM may decide to implement more than one (1) program session, depending on the demand for the program. In the event of a breach of this Agreement by either Party, the non-breaching Party shall, at this option, cancel this Agreement by forwarding written notice of the same to the other at the addresses provided in the Notice paragraph below. Upon such notice, neither Party shall be liable to the other for any liquidated or non-liquidated damages under this Agreement.

- L. **Waivers.** It is expressly understood that if either Party, on any occasion, fails to perform any term of this Agreement, and the other Party does not enforce that term, the failure to enforce on that occasion shall not constitute a waiver of that term by the other Party. No waiver of any provision of this Agreement shall be deemed or shall constitute a waiver of any provision, nor shall such waiver constitute a continuing waiver unless otherwise expressly stated.
- M. **No Implied Modifications.** This Agreement sets forth the full and complete agreement of the Parties, and both Parties warrant that there have been no promises, obligations or undertakings, oral or written, other than those set forth herein.
- N. **Modification.** This Agreement cannot be amended or otherwise modified except as agreed to in writing by each of the Parties hereto.
- O. **Governing Law.** The performance of this Agreement is subject to the Constitution and laws of the USA and of the State of Florida and FIU policies, including the Guidelines for Repopulating FIU Campuses and Regional Academic Locations, the regulations of the Florida Board of Governors and The Florida International University Board of Trustees as well as the City of North Miami Code of Ordinances, policies and procedures.
- P. **Applicable Law.** This Agreement shall be interpreted according to the laws of the State of Florida, with exclusive venue in the courts of Miami-Dade County, Florida, without regard to conflicts of law principles and, regardless of where the obligations undertaken herein are to be performed.
- Q. **Assignment.** Neither Party may assign, delegate or otherwise transfer any of its rights, duties or obligations under this Agreement without the prior written consent of the other Party.
- R. **Public Records.** Notwithstanding any other provision of this Agreement, nothing contained herein shall prohibit FIU and CNM from complying with the provisions of Florida's Public Records Law contained in Chapter 119 of the Florida Statutes. The Parties may terminate this Agreement at any time for refusal by the other Party to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the other Party in conjunction with this Agreement.
- S. **Non-Discrimination.** The Parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities, and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, disability, or sexual orientation.
- T. **Termination for Convenience.** This Agreement may be terminated by either Party, at any time and for any reason, upon no less than thirty (30) days' notice prior written notice, to the other Party. Such written notice shall specify the exact date of termination.

- U. **Guarantees of Employment.** FIU cannot make any guarantees that as a result of participation in the training Program described under this Agreement, participants will be able to advance careers, obtain any certification, or life prospects. FIU is not responsible for any misinterpretation, intended or otherwise, related to employment and/or enhanced career prospects made in marketing communications, ads, etc. by CNM.
- V. The provisions of the Agreement are expressly limited to the relationship between CNM and FIU APA-CE with respect to the educational undertaking herein described. Nothing herein shall prevent either CNM or FIU from embarking upon other or additional programs.
- W. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be either personally delivered or sent by nationally-recognized overnight courier, facsimile or by registered or certified US mail, postage prepaid, addressed to the Parties as set forth below (except that a Party may, from time to time, give notice of a change of the address for this purpose).

If to CNM:

Theresa Therilus, Esq.
City of North Miami
776 N.E. 125 Street
North Miami, FL 33161

With copies to:

Jeff P. H. Cazeau
City Attorney
776 N.E. 125 Street
North Miami, FL

Tanya Wilson
Community Planning & Development
Physical Address View Map
12400 NE 8 Avenue
North Miami, FL 3316
twilson@northmiamifl.gov
Phone: 305-895-9828

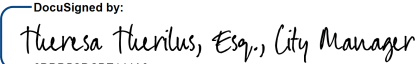
If to FIU:

Jorge N. Zumaeta, Ph.D.
Senior Director
Academic Planning and
Accountability-Continuing Education
11200 SW 8th Street
MARC 251
Miami, FL 33199, USA

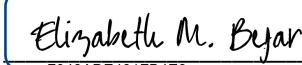
This Agreement may be executed (including by electronic transmission) with counterpart signature pages or in several counterparts, each of which will be deemed an original and all of which will together constitute one and the same instrument.

The individuals signing this Agreement represent that they have the requisite authority to bind their respective institutions.

City of North Miami:

By: 
Name: Theresa Therilus, Esq., City Manager
Title: City Manager
Date: 7/30/2020

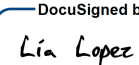
**The Florida International University
Board of Trustees:**

By: 
Name: Elizabeth M. Bejar, Ph.D.
Title: Senior Vice President for Academic and Student Affairs
Date: July 29, 2020


Approved as to Form and Legal Sufficiency:

By: 
Name: Jeff P. H. Cazeau
Title: City Attorney
Date: 7/30/2020

Approved as to Form and Legal Sufficiency:

By: 
Name: Lia C. Lopez
Title: Law Fellow
Date: July 28, 2020

ATTEST:

By: 
Vanessa Joseph, Esq.
City Clerk

Appendix A
Phase I and Phase II Program Schedule

COVID-19 Contact Tracing Training Program - Phase I	
DAY 1 – Week 1	8/12/20
Program Welcome and Orientation <ul style="list-style-type: none"> • Program Structure, Content and Expectations <ul style="list-style-type: none"> ○ Accessing the Coursera COVID-19 Contact Tracing Program of Johns Hopkins University <ul style="list-style-type: none"> ▪ Content ▪ Technical Support ▪ Discuss Time Allocation as Shown Below ○ FIU Program Contacts <ul style="list-style-type: none"> ▪ Instructors ▪ Management and Coordination 	6:00 – 8:00 pm 1 hour
Participants Survey and Pre-Assessment	1 hour
DAY 2 – Week 1	8/13/20
Introduction to Canvas and Zoom Training	6:00 – 8:00 pm (2 hours)
DAY 3 – Week 2 (Asynchronous Learning)	8/18/20
<ul style="list-style-type: none"> ○ Basics of COVID-19 – seven (7) videos (total: 51 minutes), three (3) readings, seven (7) practice exercises ○ Basics of Contact Tracing for COVID-19 – five (5) videos and five (5) practice exercises 	2 hours
DAY 4 – Week 2 (Asynchronous Learning)	8/20/20
<ul style="list-style-type: none"> ○ Steps to Investigate Cases and Trace Their Contacts - three (3) videos (total: 45 minutes), one (1) reading, two (2) practice exercises with quizzes 	1 hour
DAY 5 – Week 3 (Asynchronous Learning)	8/25/20
<ul style="list-style-type: none"> ○ Ethics of Contact Tracing and Technological Tools – six (6) videos and six (6) practice exercises ○ Skills for Effective Communication – eleven (11) videos and seven (7) practice exercises 	2 hours
DAY 6 – Week 3 (Asynchronous Learning)	8/27
<ul style="list-style-type: none"> ○ Final Assessment (Graded Online) 	1 hour

Phase II Instructor BIO:

Melissa Ward-Peterson, PhD, MPH
Postdoctoral Associate
Community-Based Research Institute
Florida International University

Melissa Ward-Peterson is a Postdoctoral Associate in the Community-Based Research Institute. A proud double-Alumna, she earned her BA in English from FIU in 2008 and her PhD in Public Health/Epidemiology in 2017. A social epidemiologist by training, her research interests include the social determinants of health, health disparities, and the issues surrounding inequitable access to healthcare. Currently, she is the Principal Investigator on a pilot project examining barriers to treatment for women with opioid use disorder and funded by the National Institute for Minority Health and Health Disparities through FIU's Research Center in Minority Institutions (FIU-RCMI). Additionally, she is currently a co-Investigator on two NIH-funded projects examining women-centered care and patient-centered care for retention in HIV treatment and viral suppression. She also coordinates the Research Infrastructure Core for FIU-RCMI, which seeks to build the research capacity of early career and underrepresented minority investigators and is an instructor in the FIU Honors College.

She has worked at FIU since 2013; her prior positions include Research Analyst in the Herbert Wertheim College of Medicine (HWCUM) Department of Medical and Population Health Sciences Research, as well as Research and Operations Manager for HWCUM's Tano Medical Simulation Center. She has extensive experience in health professions education and has published 10 articles on the topic.

Before joining FIU in 2013, Melissa completed her MPH in Global Health Policy at George Washington University (GW) in 2010. From 2011-2013, Melissa worked in the Department of Health Policy at GW coordinating monitoring and evaluation for the Medical Education Partnership Initiative, a \$130 million international health program focused on building health workforce capacity in 12 African countries and administered by the Department of State, HRSA, and NIH. In 2010, she completed a GW Global Health Service Fellowship in the Public Health Information and GIS Unit at the World Health Organization in Geneva, Switzerland. In several other research positions at GW, she provided support for projects funded by the World Bank and UNAIDS as well as multiple global health and data analysis courses.

South Florida's COVID-19 Contact Tracing Training Program - Phase II	
DAY 1 – Week 1	9/8/20
Introduction to Phase II <ul style="list-style-type: none"> Program Structure, Content and Expectations <ul style="list-style-type: none"> Content Technical Support Main Contacts <ul style="list-style-type: none"> Management and Coordination COVID-19 in South Florida <ul style="list-style-type: none"> An overview of the history of the pandemic in South Florida from March-September 2020 COVID-19 and South Florida's Health System Capacity Current trends and statistics for South Florida Important metrics to monitor for South Florida's outlook and recovery from COVID-19 	6:00 – 8:00 pm (2 hours)
Required Reading	0.5 hours
Completion of Related Assessment	1 hour
DAY 2 – Week 2	9/14/20
Strategies to Control Infectious Diseases and COVID-19 <ul style="list-style-type: none"> Overview of evidence-based strategies to control infectious diseases Overview of implementation of these strategies in South Florida Discussion of the benefits and drawbacks of these strategies 	6:00 – 8:00 pm (2 hours)
Required Reading	0.5 hours
Completion of Related Assessment	1 hour
DAY 3 – Week 3	9/21/20
Health Disparities and COVID-19 <ul style="list-style-type: none"> Overview of existing health disparities related to chronic health conditions in South Florida Overview of the ways in which these health disparities have contributed to disparities in adverse COVID-19 outcomes and mortality 	6:00 – 8:00 pm (2 hours)
<u>Assessment Assignment</u> : Take home written exam is distributed to learners, to be completed by the end of Phase II.	1.5 hours
Required Reading	0.5 hours
Completion of Related Assessment	1 hour
DAY 4 – Week 4	9/28/20
Community-Based Approaches to Contact Tracing <ul style="list-style-type: none"> Review of key elements of contact tracing Overview of barriers to contact tracing Discussion of barriers that may arise in the North Miami community Small group activity to brainstorm ways to overcome barriers to contact tracing 	6:00 – 8:00 pm (2 hours)

Required Reading	0.5 hours
DAY 5 – Week 5	10/5/20
Putting Knowledge to Practice <ul style="list-style-type: none"> • Review of a contact tracing script • Role-playing practice exercises in small groups with instructor and peer feedback 	6:00 – 8:00 pm (2 hours)
<u>Assessment Assignment:</u> Take home examination due.	
Required Reading	0.5 hours
Completion of Related Assessment	1 hour

Appendix B

Wire Transfer Form can be found on this link:

http://finance.fiu.edu/controller/Docs/Wire%20Form%20-%20v02_2018.pdf

For Internal Use Only Vendor ID _____ Date Received _____
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WIRE TRANSFER AUTHORIZATION FORM

Form must be typed, signed and dated by the payee. In order to properly credit your bank account, please provide the following information.

Payee Information:

Payee: _____

Address: _____

City, State, Zip code/Country: _____

Bank Information:

Bank Name: _____

Bank Address: _____

Name on Bank Account: _____

(The name on your bank account must be exactly the same as the name that you registered with as an FIU supplier. If this is not the case, please contact vendors@fiu.edu to inquire about updating your FIU Supplier file to match your bank account name.)

Payee's Bank Account Number: _____

IBAN Number (International): _____

ABA/Routing Number (Domestic): _____

SWIFT Code/BIC Code (International): _____

CLABE # (Mexico only): _____

SORT Code (UK only): _____ Other Banking Codes, please specify: _____

*** There is no need to provide correspondent/intermediary bank information. FIU can only wire directly to the payee's bank account.**

TERMS AND CONDITIONS

By signing this form, you authorize Florida International University (FIU) to credit your bank account via wire transfer. Wire transfers will only be sent in U.S. currency (USD). FIU is not responsible for any fees that the beneficiary bank may charge. Payees are encouraged to check with their bank for additional wire transfer requirements. For example, in some countries payees need to confirm receipt of a wire transfer before funds can be applied to the payee's account.

A new authorization form must be completed if you close this bank account or if you wish to designate a different bank account to receive the funds. Failure to notify FIU of a change in bank account information will cause a delay in receiving payment.

The vendor is responsible for any fees assessed due to providing incorrect banking information. The Department doing business with the vendor is responsible for collecting the fee.

FIU will not be responsible for any loss that may arise by reason of error, mistake, or fraud on information provided on this form.

Print Name: _____ Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Print Form

Version: 02/2018